

Carol Rinella

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Teresa Holt

Friday @ 1:00 PM

August 18, 2008

**October 2002-
Present**

Administrative Assistant, Lakeshore Community Church, Huron

- Responsible for checking & savings accounts, deposits & bill paying.
- In charge of payroll, calculation & payment of quarterly city, state & federal employer taxes, preparing W-2s & 1099s.
- Organizing & coordinating ministries & church calendar events.
- Networking with area churches & agencies.
- Developing newsletters, weekly bulletins & promotional flyers.
- Advisory Team clerk responsible for monthly meeting minutes.
- Ordering & purchasing office & fellowship supplies.
- Processing mail, phone calls & greeting guests.

**September 1998-
April 2002**

Admissions Representative, Ohio Business College, Lorain

- Managed all forms of inquiries regarding curriculum by means of appointment setting, interviews and counseling prospective students.
- Extensive follow-up experience by phone and written correspondence.
- Directing students through enrollment & initial financial aid process.
- Ability to work with county and state agencies to secure funding for eligible students including cost proposals.
- Fall 2000, selected as Admission's Department Representative on Continuous Improvement Program (CIP) committee.
- CIP appointment required coordinating agendas, meetings and progress reports for admissions employees and committee members.
- May 16, 2001 OBC representative & guest speaker at annual scholarship banquet of American Businesswomen Association, Lorain.
- Author, editor and publisher of Lorain OBC's quarterly newsletter.
- Assisted Director of Education in coordinating special events and advising students regarding their quarterly class schedules.

**May 1976 -
August 1998**

**Finast Bakery Department, Sandusky, Ohio
Sales Clerk & Assistant to Bakery Sales Manager**

- Customer service, merchandising, ordering & selling product.
- Assumed bakery manager duties during her absence: hiring, training & dismissing clerks, scheduling, ordering supplies & inventory.

Education

- Huron High School Graduate
- **Sandusky Adult Education**: Accounting-Introduction & Intermediate
- **EHOVE**: Introduction to Computers & Intermediate Microsoft Office
- **OBC**: Windows, Microsoft Word, Microsoft Excel & Accounting I

Salary

- Currently seeking part-time employment at a fair wage.

References

Elizabeth Wakefield
7606 Huron St.
Vermilion, OH 44089

Pastor Timothy Holt
Vermilion, OH 44089